

**Reduction in Workforce Plan
Sumter County Misdemeanor Probation Department
July 31, 2011**

The Misdemeanor Probation Department is operated utilizing the General Fund. Due to the following reasons a reduction in force focusing on the core mission of the Misdemeanor Probation:

- Utilization of Misdemeanor Probation Contractors

Employees occupying positions proposed for reduction will be notified of the reduction and given the opportunity to apply for open positions within the Board of Sumter County Commissioners. Employees who are not selected to fill other available positions will be separated from county employment. The Board will assist separated employees through the Employee Services Department in job placement. Assistance will also be provided through Workforce and other employment resources. Employees who choose to retire will be assisted through the retirement process.

Severance Package

Separated employees will be given severance provided the employee executes a general release waiving re-employment with the Board for a period of six months. The severance package includes the following.

- A) Payment equal to one week's salary for each year of employment.
- B) Payment equal to the balance of the current pay period plus an additional two weeks salary.
- C) Paid health insurance premiums for up to 3 months for those employees timely electing COBRA. Employees who cover dependants through the Health Plan will have the option of retaining dependent coverage by self-paying.
- D) Payment of 25% value of accrued sick leave as of separation date.
- E) In addition to A, B, C, and D above, payment for accrued vacation in accordance with the Board's Employee Manual.

Proposed Timeline

December 14, 2010 – Announce proposed plan to the Board
December 14, 2010– Board of County Commissioners acts on plan
January 01 – September 30, 2011 (July 31, 2011- Revised due to proposal to start full contract 08/01/11) – Pilot program with Professional Probation Services (PPS)
July 31, 2011 – Separation Date for Employment for positions identified for Reduction in Force

“Attachment A”

Staffing Plan

The following jobs have been identified to operate the Misdemeanor Probation Department

None

Approved by:

Bradley Arnold, County Administrator

Date